

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

School Infrastructure Database (SID)

Frequently Asked Questions

End-of-Year 2005 Submission

Questions?
Contact: (517) 335-0505
e-mail: Help-Desk@michigan.gov



Please note the following:

Changes that have been made to the SID FAQs since the previous submission, are noted in Arial font, with a dashed underline.

General Questions

Q: What is the School Infrastructure Database (SID)?

A: The School Infrastructure Database (SID) is one of the five core data sets of the Michigan Education Information System (MEIS). The SID is used by Michigan's public schools to report data related to crime and safety, Title I programs, dual enrollment and alternative education services. In the future, the SID may be used for reporting data related to school technology as well as the physical structure of buildings.

Q: What is the importance of the SID submission for our district?

A: The ability of the Michigan Department of Education (MDE) to meet federal and state reporting requirements depends upon the timely submission of data by Michigan school districts. State funding is dependent upon meeting deadlines for federal reporting.

Q: Will a state aid penalty be assessed if a district's submission is incomplete as of the submission cycle's due date?

A: Yes. Failure to complete the submission of the SID will result in the withholding of 5 percent (5%) of the State School Aid [(MCL 388.1619(5)(6))]. This act allows the Michigan Department of Education to withhold a district's funds in escrow until such time as a complete report is submitted to CEPI. Payments will be withheld until the month following the completion of the reporting requirement.

Q: What materials are available for assistance in completing the SID data submission?

A: For information concerning the SID Application, go to the CEPI Web site at www.michigan.gov/cepi. Click on "MEIS Data Services" and then on "School Infrastructure Database." The SID Data Field Descriptions, SID Addendum, SID User's Guide, SID EOY 2005 FAQs, and the SID Data Collection Worksheet are available. The SID Worksheet has been provided for districts to use as a tool in gathering data required to be submitted in the online SID Application.

Districts should have a representative join the SID Listserv. There is a link to the SID Listserv on the SID Web page. CEPI sends its updated information notifications via the Listserv and to the authorized users.

If you have additional questions, please send the detailed questions in an e-mail message to Help-Desk@michigan.gov, or call the Department of Information Technology (DIT) Client Service Center at 517-335-0505. Include your district code, district name, the CEPI application you are referencing, and the specific questions (with field number[s] when possible).

Q: How does an individual become an authorized user for the online SID Application?

A: Each individual must first acquire an MEIS account and password. After that process is completed, a signed security agreement must be submitted for access to the online SID Application. Instructions on how to perform these two tasks are found on our Web site at www.michigan.gov/cepi at "MEIS Data

Services;" look at the area of "MEIS Help." Here you will find the heading "New to the MEIS?" All requirements of obtaining access to the SID are found there.

Q: When is this information being collected?

A: Currently, only the School Environment (Crime & Safety, Title I, Dual Enrollment and Alternative Education Services) section is required to be submitted at the end of each school year. Districts are required to complete the SID submission by June 30 each year.

Q: Do the data submitted in the end-of-year 2005 SID submission pertain to the 2003-2004 school year or to the 2004-2005 school year?

A: Data submitted for the end-of-year 2005 SID submission are to be reported for the 2004-2005 school year.

Q: How are schools obligated to report this information?

A: With regard to crime and safety data, Section 380.1310a of the Michigan Compiled Laws requires that schools report, at least annually, the incidents of crime and violence occurring in Michigan's K-12 public schools. Schools completing the crime and safety data fields located in the School Environment section of the SID fulfill this requirement. The Postsecondary Options Act, MCL 388.521, requires dual enrollment data. Title I program data are part of the Annual Consolidated Grant Reporting.

Q: Are Intermediate School Districts (ISDs) required to submit SID data?

A: Yes. ISDs do submit SID data for their Central Administrative Offices ("00000") and for any other buildings associated with, or under the auspices of, the ISD. If an ISD reports SID data for a building, and the ISD Central Administrative Office is in the same building, the district should submit all data for the building under the actual school building listing (where the office is located), and indicate that the administrative office shares physical space with another building within the district.

Q: Which buildings are to be reported in the SID?

A: All open buildings with School Code Master numbers are to be reported in the SID. Districts are to report all required data for all schools/facilities. If a field does not apply or there are no data to report for an open school/facility, the district should submit a value of zero where applicable.

Q: If a building is closed during the school year, is a district required to submit SID data for the building?

A: Yes. If a building has a School Code Master number at any time during the school year, the SID data must be reported for the building. If the building remains closed throughout the following school year, the SID submission for that building would no longer be required.

Q: After a district enters all the data and submits the data to CEPI, is there anything else that needs to be done?

A: After all data have been submitted for a field, click on "Save" and the field will be updated and completed. Districts should also notice a green "check mark" next to that field in the SID Application. When all fields are completed for a building, a green "check mark" will appear next to the school name on the SID Main Menu. Districts may re-enter the SID and update/change/correct their data until the deadline of June 30 each year.

Q: Is there a report available that documents the data submitted by a district?

A: Districts may obtain a copy of the submitted data by clicking on the icon next to the school name. A report will display the data that the district has submitted for each field. If a green "check mark" appears next to the school's name, the submission is complete for that school/facility.

Q: Will the district be entering the information into the online SID Application, or can it be uploaded in an ASCII file? How would a district separate it out by building within a district?

A: The SID is an online submission application only. The SID is not currently designed to accept uploads. Data for each individual school or facility must be entered field by field, directly into the online SID Application.

Q: Why are districts required to submit data for maintenance buildings or similar buildings that have nothing to do with students?

A: Many of the data required by the School Infrastructure Database (SID) are centered on "schools." However, there could be instances (for example, an arson or vandalism, etc.) at a non-instructional building that should be reported in the SID. If there are no reportable data for that facility, then the district should report zero ("0") or an appropriate response for each field.

Q: How will information be published?

A: CEPI will notify districts before any reports are released. CEPI will post reports and data on our Web site (www.michigan.gov/cepi). For downloadable data files for 2001-2002, 2002-2003 and 2003-2004, go to www.michigan.gov/cepi. Click on "Download Data" and then on "School Data." Refer to the School Safety section.

Q: What information does the media see?

A: The general public has the right to access any information that is not confidential or private. Data such as the number of physical assaults, vandalism, and possession of drugs or weapons, by school, by gender, by age, or by ethnicity, are examples of the aggregate (meaning in total, not by single student) data that will be available to the media and public. Therefore, it is important that the data are complete and accurate.

Q: Is the liaison officer at the school considered to be a police officer?

A: Yes. Contacting an onsite law enforcement officer would serve the function of contacting 911 or the police. Any incident where a liaison officer is involved should be reported in the SID.

Q: Do districts still need to submit the "Gun Free Schools Report " (OMB 1810-0603), or has it been eliminated?

A: Data required by the Federal Gun-Free Schools Act Report are collected through the School Infrastructure Database (SID) and the Single Record Student Database (SRSD). Districts are no longer required to complete a separate form for the Gun-Free Schools Report.

Central Office

Q: When a district has an administrative or central office that is a separate building, what kind of data entry is needed for the SID? Does the district report cumulative data under the central office?

- A:** Submit data for the central administrative office if it is a separate building (school/facility code "00000"). If the central administrative office is a separate building, the district will submit data for only that building (not an accumulation of the district data). If a field/question is not applicable for a particular school or building (in this case the central administrative office), or if there are no data to report, districts should submit the default value for that field/question (either a "0", "No", or an appropriate response for each field). The red "X" will then become a green "check mark."
- Q:** **Are districts required to report data for their central administrative office?**
- A:** The central office has a unique number, "00000," and should therefore be reported separately if the central office is in a separate building.
- Q:** **If the central administrative office shares physical space with another school, is the district required to submit data for the central office separately?**
- A:** No. If the central office shares physical space with a school, it may be reported as sharing space with a school within the district on the SID Application. The district will not be required to report separate data when this situation exists.
- Q:** **Why does a public school academy (PSA) have two numbers, one for the school and one for central administrative office?**
- A:** All PSAs have both a district number and a school number. In addition, each PSA has a central administrative office number ("00000"). As a PSA is both a district and a school, the School Code Master (SCM) has at least two records for each PSA. If a central administrative office shares physical space with another building in a district, click the box that says: "Office shares physical space with another building." The district will not be required to enter SID data for this unit. If this office does not share physical space with another building, continue entering SID data for this unit.

Student Related

- Q:** **How is student privacy protected when incidents of crime are reported?**
- A:** Personally identifiable information relating to individual students is protected by security, access, and management control of the data. Individual student data are not available to the public and are protected by the Family Educational Rights and Privacy Act (FERPA). CEPI is prohibited from displaying personally identifiable data when issuing reports or information to the public. Crime and safety reports relating to incidents that occur in schools do not contain data relative to specific students.
- Q:** **Where is student expulsion data reported?**
- A:** Data related to student expulsions are reported in the Single Record Student Database (SRSD). The SRSD is also a core data set of the MEIS. Expulsion data are reported in SRSD because an expulsion is a student event. Crime and safety data are reported in the SID because they are incidents that occur inside a school building or on school property.
- Q:** **Does the SID apply to students only (like the SRSD)?**
- A:** The SID does not apply to students. The purpose of the SID is to report information about the district's school buildings/facilities. There may be cases where incidents might not involve students (e.g. theft, vandalism, intruders, etc.), but these incidents would nonetheless pose a safety risk to school buildings and its students. There are fields that specifically address students and student activity (e.g., drug use,

physical assault, etc.). If the field does not use the term "student," then the district should report all occurrences of a particular incident regardless of the perpetrator.

Q: If districts are reporting K-12 data, why would we include data on four-year old children?

A: The SID does not apply to students. The purpose of the SID is to report information about the district's school buildings/facilities. There may be cases where incidents might not involve students (theft, vandalism, intruders, etc.), but these incidents would nonetheless pose a safety risk to the district's buildings and its students. There are fields that specifically address students and student activity (drug use, physical assault, etc.). If the field does not use the term "student," then the district should report all occurrences of a particular incident, regardless of the perpetrator. If the four-year-old children attend one of the district's school buildings/facilities, that school/facility would be reported because the building/facility is part of the district property.

Q: If a district's alternative education students are educated off campus through a contract with a local college, is the district required to complete the SID submission for that program?

A: SID data are to be reported for that school/facility, if the alternative education school/facility has a number assigned to your district in the School Code Master.

MEIS Account

Q: If an authorized user has a change such as an e-mail address or phone number, is it necessary to update the MEIS account information?

A: Yes. It is important for the MEIS user information to be current. E-mail messages are sent to all authorized users of an application. Therefore, it is imperative to keep the e-mail address current in your MEIS account. It is sometimes necessary for the state to contact an authorized user by telephone, therefore, this number must be kept current as well. If an update is necessary for either an e-mail address or a phone number, do the following:

1. Update an MEIS account at <http://meis.mde.state.mi.us/userman>.
 - a. Log in as an MEIS User.
 - b. Click on "Edit Personal Information."
 - c. Click on "Save Changes" to update your account.
 - d. Click on "Return to the MEIS User Management Main Menu."
 - e. Log out of MEIS.
2. Notify the DIT Client Service Center of the changes via e-mail (Help-Desk@michigan.gov). Include the following information in the e-mail message: name, MEIS account(s), district name and district number, changes (e.g., e-mail address, phone number), and each CEPI application for which he/she has authorization.

Q: If an authorized user has a name change, is it necessary to update the MEIS account information?

A: Yes. A name change affects security access to an application. Users are only allowed to log in as the individual named on the security agreement. If an individual user has a name change, the individual must do the following:

1. Create a new MEIS account (at <http://michigan.gov/meis>).
2. Complete and submit the appropriate security agreement(s) for the CEPI application(s) for which he/she has authorization. The security agreement for SID is located on the CEPI Web site at www.michigan.gov/cepi. Click on "MEIS Data Services" and then on "School

- Infrastructure Database." The security agreement may be found under the heading "Submit SID Data to CEPI."
3. Notify the DIT Client Service Center (Help-Desk@michigan.gov) to close the former MEIS account (issued with the prior name).

Technical Questions?

Q: How does a district obtain help with the SID submission?

A: For questions about the SID, contact the DIT Client Service Center via e-mail at Help-Desk@michigan.gov or by phone at 517-335-0505. A Remedy Help Desk Case will be created for you, and you will be contacted either by telephone or e-mail regarding your questions.

Complete Submission

Q: When is the SID submission considered complete for a district?

A: After data entry is completed for each field on the SID Application, a green check mark (✓) will appear next to the field on the submission screen. Fields marked with a red x (✗) are not completed. When all the fields on the submission screen have a green check mark (✓), the building name on the SID Main Menu will then be shown with a green check mark (✓). When all buildings listed for the district have green check marks, the district's submission is completed.

Districts may obtain a copy of their submitted data by clicking on the report icon next to the school name. A report will display the data that the district has submitted for each field. If a green "check mark" appears next to the school's name, the submission is completed for that school/facility.

Crime & Safety

Field 1: School Safety Practices

Q: Are districts required to report the safety practice in place, or the number of times a plan has been used?

A: This field requires districts to report if the program is in place, not if the program has been utilized. This is a "yes" or "no" response. Districts are to report "yes" if the safe practice plan is in place, "no" if it is not.

Field 2: School Safety Plan

Field 3: School Prevention Plan

Field 4: School Disciplinary Problems

Q: Are districts required to report the number of bullying incidents?

A: Bullying incidents are reported in Field 4: School Disciplinary Problems in Position 2: Student bullying. The incidents are reported in ranges: No Occurrences, Low, Low Medium, Medium, Medium-High, and High. Refer to the SID Data Field Descriptions for more complete information regarding

the reporting of these data. The current SID Data Field Descriptions can be found at www.michigan.gov/cepi. Click on "MEIS Data Services" and then on "School Infrastructure Database."

Field 5: Physical Violence/Assaults

Field 6: Gang-Related Activity

Field 7: Illegal Possession

Field 8: Trespassers or Intruders

Field 9: Vandalism

Field 10: Cost of Property Damages

Field 11: Verbal Assaults

Field 12: Sexual Assaults

Field 13: Hostage

Field 14: Suspected Armed Subject

Field 15: Weapons on School Property

Field 16: Homicide

Field 17: Drive-By Shooting

Field 18: Bomb Threat

Field 19: Explosion

Field 20: Arson

Field 21: Robbery or Extortion

Field 22: Unauthorized Removal of Student

Field 23: Threat/Attempt of Suicide

Field 24: Suicide

Field 25: Larceny (Theft)

Q: Are districts to report the number of larcenies that are in excess of \$100?

A: Districts are to report the total number of larcenies or thefts as explained in the Field 25: Larceny (Theft) definition in the SID Data Field Descriptions, which states: "An incident requiring mandatory reporting involves one of the following: theft in excess of \$100, numerous events of minor damage (less than \$100) or damage motivated by hate or that is gang related."

Field 26: Illegal Drug Use or Overdose

Field 27: Minor in Possession

Field 28: Bus Incident or Accident

Title I – Schoolwide Program

Field 29: Title I Program

Field 30: Title I Instruction in Schoolwide Program

Field 31: Migrant Program

Field 32: Migrant Project Types

Dual Enrollment

Q: What should districts enter in the dual enrollment fields for elementary and middle school buildings?

A: All fields must be reported in the SID Application. If the dual enrollment section is not applicable for a particular building, report "0" (zero) in each field.

Q: Are districts to report zeros in the dual enrollment fields if the dual enrollment data does not apply to the school?

A: Yes. Districts are to report zeros if the fields do not apply.

NOTE: More Dual Enrollment FAQs are available on the SID Web page on the CEPI Web site at www.michigan.gov/cepi. Click on "MEIS Data Services" and then on "School Infrastructure Database." The FAQs may be found under "SID Help."

Field 33: Tuition and Fees

Field 34: 11th-Grade Eligible

Q: Are districts to report the number of eligible 11th-grade students at the start of the current school year or those that became eligible throughout the year?

A: Eligible students are the 11th- and 12th-grade students from the current school year who have participated in taking the MEAP test.

Field 35: 11th-Grade Participants

Field 36: 12th-Grade Eligible

Q: Are districts to report the number of eligible 12th-grade students at the start of the current school year or those who became eligible throughout the year?

A: Eligible students are the 11th- and 12th-grade students from the current school year who have participated in taking the MEAP test.

Field 37: 12th-Grade Participants

Field 38: Postsecondary Courses Paid

Field 39: Postsecondary Courses—Postsecondary Credit

Field 40: Postsecondary Courses—High School Credit

Field 41: Courses Not Completed

Field 42: Alternative Services for Suspended and Expelled Students

Q: Does this field apply only to alternative schools?

A: All schools must respond to Field 42 with an appropriate response. However, only alternative schools may offer services to suspended and expelled students. Non-alternative schools should choose No. 4 (The school does not operate an alternative education program.)

Field 43: Students Who Are Victims of Violent Criminal Offenses

Q: After the written complaint to the district and law enforcement officials is made on the student's behalf, is an investigation required by the law enforcement officials before the student can be counted in Field 43?

A: The written complaint to school officials and law enforcement officials is sufficient. The complaint need not be investigated by a law enforcement agency to be counted. (The pupil or his or her parent or legal guardian should provide school officials with the date the alleged incident occurred and the law enforcement agency's complaint or incident number.)

Q: Field 43 indicates that a district is to count the students who have been victims of violent criminal offenses at school. Does this only include incidents that occurred on school property?

A: No. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

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